Guidance for Synchronous Instruction at MiraCosta College to Protect Student Privacy
Fall 2020
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Preamble
This document represents the collaborative work by a team of MiraCostans with expertise and responsibilities around online teaching and learning and student privacy. The goal of this document is to provide guidance on effective ways to host instructional lectures and learning activities, including office hours and study sessions, that do not create student privacy concerns.

Student Privacy
Issues around student privacy are most commonly in reference to the Family Educational Rights and Privacy Act (FERPA) but they are also inclusive of the California Constitution and other state and federal privacy and civil rights laws. FERPA, in the context of this guidance, protects student privacy by limiting the disclosure of personally identifiable information from education records. A brief definition of personally identifiable information is any data or information (including a name), which would allow a reasonable person to identify the student with reasonable certainty. You can learn more about FERPA from our own website.

Effective Practices for Synchronous Instructional Activities
The practices are grouped around the possible scenarios in delivering an instructional lecture or activity. In all cases, there must be a general awareness to not openly disclose personally identifiable information of a student (e.g. a grade or other confidences) to anyone other than that student whether it's recorded or not.

Two key distinguishing characteristics are whether the session is recorded and whether students within a single section or across multiple sections of a course will have access. **Single section attendance** is always limited to within the current instructional term. **Multi-section attendance** can be within and between instructional terms. In addition, whether the activity is **required** or **optional** also guides the decision-making.

Recorded		**Single Section Attendance**	
Not Recorded		**Multi-Section Attendance**	

Scenario #1
 	
Recorded
 	
Single Section
	Conduct a **required** or **optional** synchronous lecture or learning activity and **record it** to share only with students enrolled in the **same section**.
	• How to do this:
	    a. Follow these general instructions for using Zoom in your Canvas course
	• Privacy concerns:
	    a. Maintain the recording in an access-controlled environment such as your Canvas course shell.
	    b. The recording should not be used beyond the current term.
	    c. Remind students the recording should not be shared with anyone who is not enrolled in the class.

Scenario #2
 	
Recorded
 	
Multi Section
	Conduct a **required** or **optional** synchronous lecture or learning activity and **record it** to share with students enrolled across **multiple sections** of the same course.
	• How to do this:
	    a. You will need to follow specific steps in setting up Zoom to limit the identification of students.
	    b. Ensure that the lesson is planned to not include student-identifying moments. Do not refer to students by their full name and, if a student happens to appear on camera, this can be edited out.
	    c. Consider pausing the recording for rich discussions, Q&A, student presentations, or related.
	• Privacy concerns:
	    a. Students have the protection to not have their enrollment disclosed to those not enrolled in their same section.
	    b. Maintain the recording in an access-controlled environment such as your Canvas course shell.
	    c. Free from student-identifying content, these videos can be used beyond the current term.

Scenario #3
 	
Not Recorded
 	
Single Section
	Conduct an **optional** synchronous lecture or learning activity **without recording** for students enrolled in the **same section**.
	• How to do this:
	    a. Follow these general instructions for using Zoom in your Canvas course
	• Privacy concerns:
	    a. Since it is not required, students can choose to not participate.

Scenario #4 — Not Recorded — Multi Section	Conduct an **optional** synchronous lecture or learning activity **without recording** for students enrolled across **multiple sections** of the same course.
	• How to do this:
	   a. Students must be notified that the activity is open attendance and given the choice for anonymity (i.e. screen name and video).
	   b. Follow these general instructions for using Zoom in your Canvas course
	   c. Ensure students not able to attend are not disadvantaged. This could be recorded by following the guidance in (2).
	• Privacy concerns:
	   a. Since it is not required, students can choose to not participate and those that do participate can do so anonymously.

Scenario #5 — Not Recorded — Single Section	Conduct a **required** synchronous lecture or learning activity **without recording** for students enrolled in the **same section**. • We encourage you to record required instructional activities while the pandemic is active given the shifting landscape of student lives. Please see Scenario #1.
Scenario #6 — Not Recorded — Multi Section	Conduct a **required** synchronous lecture or learning activity **without recording** for students enrolled across **multiple sections** of the same course. • This can only be done for stacked sections. • We encourage you to record required instructional activities while the pandemic is active given the shifting landscape of student lives. Please see Scenario #2.
💡	Other ideas not captured here? Get in touch with your dean or area manager to come up with a plan to address your situation.